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**Office Memorandum • UNITED STATES GOVERNMENT****TO :** Assistant Deputy Director (Administration)**DATE:** 2 December 1952**FROM :** Chief, Organization & Methods Service**SUBJECT:** Office of Training - Proposed Functional Statement

1. The Director of Training states that recent discussions in connection with budget hearings brought out the fact that the O/TR statement of missions and functions included in CIA Regulation No. ☐ and dated 18 April 1951 does not adequately reflect the missions and functions of the Director of Training. He has requested, therefore, publication of a new statement in the current issue of CIA Regulation No. ☐

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2. The original statement submitted by the Director of Training was coordinated with the General Counsel, Assistant Director (Personnel), Chief of Administration for the Deputy Director (Plans), Assistant Director for Communications and the Deputy Director (Intelligence). The attached varies from the original in that certain changes, indicated in red pencil on the carbon copy and requested by the Deputy Director (Intelligence), have been included. These changes have been approved by the Director of Training, the Assistant Director for Communications, and the Chief of Administration for the DD/P. No further coordination was effected since the changes do not affect the other Offices concerned.

3. The Director of Training has indicated that publication of the attached statement should not be held up until the current revision of CIA Regulation No. ☐ is completed. It is therefore recommended that the statement be approved for immediate publication as a CIA Notice and for subsequent publication in CIA Regulation ☐

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W. L. PEEL

Attch.

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